

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Constituted under the Act 18 of 2008

Vindya-C4, IIIT-Hyderabad campus.

Gachibowli, Hyderabad – 500032. Telefax: 040-23001830

Common Draft for three campuses

Detailed notification for filling up various Non-teaching positions

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 under Act No.18 of 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh (present AP and Telangana) Three campuses of RGUKT were started under the University, one each at Basara(Adilabad Dist. State of Telangana), Nuzvid (Krishna Distt. State of Andhra Pradesh), and Rajiv Knowledge Valley(Kadapa Distt. State of Andhra Pradesh).

RGUKT invites applications in the prescribed format from qualified and eligible candidates for filling the following regular positions for **RGUKT-Basar Campus**

RGUKT-BASARA

S.N	Positions- Scale of pay	Number of Posts	Roster Points	Qualifications/Experience Prescribed.
1	Deputy Registrar/ Chief Administrative Officer (21820-48160)	1	OC	1. A Master's degree with at least 55% of the marks or its equivalent grade from any recognized University. 2. At least five years experience as Assistant Registrar in any State University/institutions of Higher Education. 3. Should possess knowledge of computers. Highly Desirable: Experience in Academic Affairs and or Establishment at University level.
2	Assistant Registrar (18030-43630)	1	OC	1. Master's Degree with 55% marks with good academic record. 2. Three years of experience in a supervisory capacity in educational administration. 3. Should possess knowledge of computers. Highly Desirable: Experience in Academic Affairs and or Establishment at University level
3	Superintendent (13660 – 38570)	2	OC-W SC-W	1. A Graduate Degree issued by any recognized University. 2. Must have put in a total service of five years as administrative assistant in a University. 3. Should possess knowledge of computers. Desirable: A post-graduate diploma/degree in IT

4	Office Assistant cum Programmer/Senior Assistant (10900-31550)	3	OC-W	1. A Graduate Degree from any recognized University. 2. Must have worked as an Assistant in Administration for a period of three years in University/Institutions of Higher Education. 3. Should possess knowledge of computers.
			SC-W	
			OC	Desirable: A post-graduate diploma/degree in IT.
5	Secretary-cum-Steno (13660- 38570)	1	OC	1. A Degree from any recognized University. 2. Must have passed Higher Grade in Shorthand and Higher Grade in Type writing conducted by the State Board of Technical Education. OR A Diploma in Computers and Commercial Practices with three years experience. Desirable: A PG Diploma in IT
6	Asst. Accounts Officer (18030-43630)	1	OC	1. M.Com/MBA(Finance)/CA (Inter)/ICWA(Inter) 2. Three years experience in Finance/Accounts/Audit as an Accountant.
7	Accountant (10900-31550)	2	BC-A(W)	B.Com with three years experience in Finance/Accounts/Audit
			OC	OR CA (Inter)/ ICWA (Inter)/ MBA (Finance)
8	Works Inspector (Civil) (8440-24950)	1	OC	Diploma in Civil Engineering Desirable: On site experience in the relevant field.
9	Works Inspector (Electrical) (8440-24950)	1	OC	Diploma in Electrical Engineering Desirable: Some experience in the relevant field.
10	Assistant Librarian(15600-39100(UGC))	1	OC	1. Master's Degree in Library Science/Information Science/ Documentation Science with 55% of marks (or an equal grade in point scale wherever grading system is followed) 2. A consistently good academic record with knowledge of computerization of library in a recognized University. 3. Candidates with Ph.D or those Qualified in NET/SLET/SET will be preferred.
11	Library Assistant (10900-31550)	2	BC-D(W)	Master's Degree in Library Science with 55% of marks from a recognized University. OR Bachelor Degree in Library Science with two years experience in libraries of

			BC-E(W)	Universities/ Higher Education institutions. Desirable: Relevant experience/knowledge in computers
12	System Administrator (18030-43630)	1	OC	1. Master's in IT/CSE or B.Tech/B.E (CSE/ECE/IT) with three years experience in System Administration and ability to maintain a group of systems/servers. 2. Knowledge in Programming, Security, operating systems of both windows and linux, data communications and on conducting training- Desirable: Microsoft Certification as Systems Engineer (MCSE)/MCP/MCSA) or Linux Certification.
13	Network Administrator(18030-43630)	1	OC	1. Master's in IT/CSE or B.Tech/B.E (CSE/ECE/IT) with three years experience in Network Administration and good networking concepts 2. Knowledge in programming, Security, operating systems of both windows and linux, data communications and on conducting training 3. Desirable: CISCO Certification as Networking Engineer (CCNA/CCNP).
14	System/ Network Support Engineer (14860-39540)	2	OC-W SC-W	M.Tech or Master's in IT/CSE or B.Tech/B.E with two year experience in Programming and System/Network Support.
15	IT Programmer (13660 -38570)	1	OC	Master's in IT/CSE or B.Tech/B.E in (CSE/ECE/IT) or Equivalent Degree from any recognized University/Institutions. OR PG Diploma in IT with three years experience in C/Java Programming and database creation. Desirable: Must have one year experience in C/Java Programming and database creation.
16	Data Processing Officer (8440-24950)	2	OC-W SC-W	PG Diploma in IT/CSE/ECE or its equivalent from any recognized University/Institution.

17	Work Shop Foreman (14860-39540)	1	OC	1. B.E/B.Tech Degree from any recognized University or its equivalent qualifications in the branches of Civil, Mechanical, Electrical and Electronics & Communication Engineering. 2. Must have five years experience with atleast one year as Foreman in a reputed workshop. OR A Diploma with eight years experience with atleast one year experience as Foreman in a reputed workshop.
18	Technical Officer(13660- 38570)	3	OC-W SC-W OC	1. B.E/B.Tech Degree from any recognized University or its equivalent qualifications in the branches of Civil, Mechanical, Electrical, and Electronics & Communication Engineering. 2. Must have three years experience in Universities OR A diploma in above branches of engineering with six years relevant experience.
19	Lab Assistant (12550-35800)	Chemical 2 Civil 3 CSE 4 ECE 4 Mechanical 3 MME 2 Chemistry 1 Physics 1	OC(W) SC(W) OC BC-A(W) OC OC-VH(W) SC ST(W) OC BC-B(W) OC OC(W) OC BC-C(W) OC SC OC(W) BC-D(W) BC-E(W) BC-A	(i) B.E/B.Tech Degree from any recognized University or its equivalent qualifications in the branches of Civil, Mechanical, Electrical, and Electronics & Communication Engineering. OR A diploma in above branches of Engineering with three years relevant experience. (ii) M.Sc. Degree from any recognized University in the branches of Physics and Chemistry
20	Lab Technician(10900-31550)	Chemical 1 Civil 2 CSE 1 ECE 1 Mechanical 2	OC(W) SC(W) OC BC-A(W) OC OC-VH(W)	1. ITI Certificate issued by the Board of Technical Education of the State/Institution in the relevant subject. 2. Three years relevant experience.

				SC	
		MME	1	ST(W)	
		Physics	1	OC	
		Chemistry	1	BC-B(W)	
21	Officer (House Keeping & Public Health) (13660-38570)	1	OC	Master's degree in Public Health/Sanitation or A graduate degree with diploma in Public Health/Sanitation Not less than five years experience in Public Health/ Municipal organization.	
22	Hostel & Mess Care Takers(10900-31550)	12	OC-VH(W) SC ST(W) OC BC-B(W) OC OC(W) OC BC-C(W) OC SC OC(W)	A graduate degree with not less than three years experience as Care-taker in Hostels & Messes in Educational Institutions OR A PG Diploma in IT/Diploma in Hotel Management with not less than two years experience in any University/educational institution.	
23	Sports Officer (18030-43630)	1	OC	Master's degree in Physical Education with five years experience in any University/Govt. Colleges. OR Degree in Physical Education from any recognized University or its equivalent qualifications with ten years experience in any University/Govt. Colleges. Desirable: Participation in Inter-State tournaments/sports events	
24	Physical Education Trainer (12550 - 35800)	4	OC-W SC-W OC BC-A(W)	Degree in Physical Education from any recognized University or its equivalent qualifications with five years experience in any University/Govt. Colleges. Desirable: Participation in Inter-State tournaments/sports events.	

Note:

- Maximum age limit is 50 years as on 30.6.2014 for the post at sl.no.1.
- Maximum age limit is 36 years as on 30.06.2014 for the posts at S.No. 2 to S.No. 24.
- Relaxation of age is permissible in case of SC, ST and BC up to 5 years and in case of Physically Handicapped persons and internal candidates up to 10 years.

GENERAL INFORMATION FOR THE RECRUITMENT OF NON-TEACHING STAFF

1. Candidates should satisfy themselves, before applying, that they possess atleast the minimum essential qualifications, knowledge, experience, laid down in the advertisement.
2. The University reserves the right to relax any of the qualifications and or experience in exceptional cases of meritorious candidates.
3. The candidates should send the copies of all the certificates. Candidates who are already in service, should submit their applications through proper channel only. They may, however, send an advance copy, but should produce a No Objection Certificate from the employer at the time of interview.
4. Those who wish to apply for more than one post should submit filled in applications separately for each post advertised along with the prescribed fee for each post.
5. Canvassing in any form will disqualify the candidate.
6. A candidate who is found to have furnished any particulars which are false or to have suppressed material information, will be disqualified and if appointed, will be liable for dismissal without any notice.
7. The University reserves the right to fill or not to fill any or all of the post(s).
8. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
9. There shall be shortlisting from the eligible candidates, shortlisted candidates may be called for written test and or trade test and further shortlisted candidates shall be interviewed for selection.
10. Mere possession of the minimum qualifications need not entitle a candidate to be called for written test and or interview.
11. How to apply:
 - a. The interested candidates can apply online at University official website i.e. www.rgukt.in
 - b. After applying online the candidates should take a print out of the application and send the same along with registration fee mentioned at (13) and copies of certificates mentioned at (14)
12. Registration fee:
Rs.200/- for OC/BC and Rs.100/-for SC/ST candidates & PH candidates

13. Mode of Payment:

- a) Applicants may transfer the registration fee mentioned at para 9 above into RGUKT Account No 053310100009363 (IFS code No. ANDB0000533) Andhra Bank, Saifabad Branch Hyderabad and enclose transfer slip with the application towards registration fee (non refundable). Separate transfer slip must be submitted if a candidate wants to apply for more than one post. The transfer slip must be tagged at the top of the application. Name of the candidate and post applied for should be indicated on the reverse side of the transfer slip.

Or Alternatively

- b) Applicants may also enclose a crossed Demand draft for the amount mentioned at para 9 above drawn on any Nationalized Bank in favor of Registrar, Rajiv Gandhi University of Knowledge Technologies, IIIT Campus Hyderabad payable at Hyderabad (A.P). Separate demand draft must be submitted if a candidate wants to apply for more than one post. The demand draft must be tagged at the top of the application. Name of the candidate and post applied for should be indicated on the reverse side of the Demand draft

Applications received either without transfer slip or Demand draft will not be considered

14. Proof of eligibility i.e. Xerox copies of certificates duly attested in support of qualification, experience, testimonials and Memorandum of Marks should be attached to the application
15. The envelope should be superscribed with the name of the post applied for and area where applicable.
16. The address for forwarding the application is:

**Registrar,
Rajiv Gandhi University of Knowledge Technologies,
Vindhya C-4 Building,
IIIT Campus, Gachibowli,
Hyderabad-500032”**

Important Dates:

- a. Opening date of online registrations 9th June 2014
- b. Closing date of online registrations 3rd July 2014
- c. Last date of receipt of hard copies of applications with enclosures : 7th July 2014

REGISTRAR